



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

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| POSTING #: | 213-22 | ISSUE DATE: | May 27, 2022 |
| TITLE: | EDUCATION PROGRAM ASSISTANT 1 | CLOSING DATE: | June 10, 2022 |
| LOCATION: | Department of Children and Families (DCF) Office of Education DCF Regional School, Atlantic Campus 2562 Tilton Road Egg Harbor Twp, NJ 08234 | | |
| POSITIONS: | 1 | RANGE: | A 16 |
| DISTRIBUTION: | STATE WIDE | SALARY: | \$45,521.43 -\$64,043.88 |

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under direction of a supervising official in a state department, institution, or agency, in an educational setting, performs the more responsible detailed clerical duties related to research, reference, statistical, inspection, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required.

EDUCATION: Completion of sixty (60) semester hour credits of study from an accredited college or university.

EXPERIENCE: Three (3) years of experience in secretarial and/or clerical work with a government agency or private industry.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits equaling one (1) year of experience.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICES

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

COVID-19 VACCINATION/TESTING REQUIREMENT - Per Executive Order 253, all State employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccination card at this time.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.